West Texas A&M University
Your Guide to "Program Evaluation"
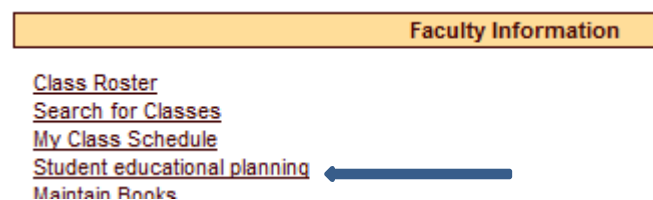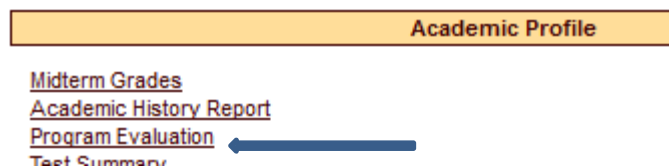
What is Program Evaluation?

The Program Evaluation allows a student to see their unofficial degree plan at any time and be sure that the courses they are taking will satisfy degree requirements for their major. It is intended to be an advising and planning tool and is not an official degree plan unless the Dean's Office has reviewed it for the student and applied their "signature stamp" and saved it as a pdf document. (Not all colleges are yet using this as their official degree plan.)

Currently, Program Evaluation is available for undergraduate degrees in the 2012-2013 and 2013-2014 catalogs.

Where can I find Program Evaluation?

If you log into Buff Advisor, it can be found in the following places:

- ❖ Students Menu under Academic Profile listed as "Program Evaluation"

Academic Profile

Midterm Grades
Academic History Report
Program Evaluation ⬅
Test Summary

- ❖ Faculty Menu under Faculty Information listed under "Student Educational Planning". Enter the Student ID and under Action* choose "EVAL"

Faculty Information

Class Roster
Search for Classes
My Class Schedule
Student educational planning ⬅
Maintain Books

How do I run the evaluation?

❖ **Students**

Program Evaluation

You may select either an active program or a ""What if"" program.

Click the circle if you want to run it against what is on record as your current major. If this isn't your current major you need to complete a "Change of Major/Adviser" form with your adviser.

Choose a major from the dropdown box you are considering but haven't yet declared.

▪ Required

Choose One   Active Programs

○ BA.COMM.CORP Communication, BA degree, Corprorate Communication

What if I changed my program of study?   ▾

What work do you want to include?▪   A - All (includes planned) ▾

Then click submit   **SUBMIT**

❖ **Faculty**

Student educational planning

Enter the student's WT ID, SSN or name

* = Required

Student ID or Name

Action *   ▾

From the dropdown box, choose "EVAL – Evaluate Program"

SUBMIT

Then click submit

Faculty then get the same page a student gets above.

Program Evaluation

You may select either an active program or a ""What if"" program.

Click the circle if you want to run it against what is on record as the current major. If this isn't correct, complete a "Change of Major/Adviser" form with the student.

OR Choose a major from the dropdown box that is being considered.

▪ Required

Choose One   Active Programs

○ BA.COMM.CORP Communication, BA degree, Corprorate Communication

What if I changed my program of study?   ▾

What work do you want to include?▪   A - All (includes planned) ▾

Then click submit   **SUBMIT**
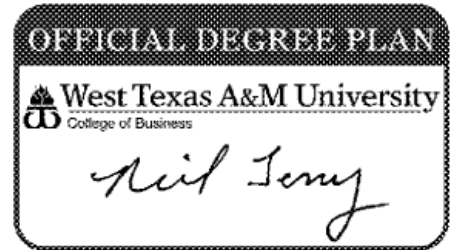
Reading the Program Evaluation

The **header** will include information on the student, major program and catalog year. Currently, the Evaluation is only available for the 2012-2013 and 2013-2014 catalogues.

West Texas A&M University
Academic Evaluation
Report Date: 01/27/14

Student:

Program:	Biology, BS degree (BS.BIOL)
Catalog:	2013
E-Mail Address:	

The evaluation is for advisement purposes. Some colleges are using it as the official degree plan once they have reviewed it for accuracy. If so, they will place a signature stamp on a pdf copy of the evaluation and from that point forward it is official and the student can follow it for required courses.

OFFICIAL DEGREE PLAN
West Texas A&M University
College of Business

The **Program Summary** gives a quick view of the requirements and status of the program. The status will show (Complete) when all program requirements are met.

Program Summary: (Pending (Anticipated complete))

	Required
Institutional Credits:	39.00
Institutional GPA:	2.750
Overall Credits:	120.00
Overall GPA:	2.750

Below the Program Summary are the individual requirements for the specific major. The University Core Curriculum is listed first followed by the Major Requirements and then Electives (if any). This example shows Core 50 complete using a "Transfer Equivalency" (TE)* course from another college or university.

6: University Core 50 Vis/Perf Arts (Complete)

Take 3 credits HUMA*1315, ARTS*1303, 1304, DANC*2303, MUSI*1306, THRE*1310 or Take BOTH MUSI*1208 and 1209/may be satisfied with app roved transfer course.

Credits Earned: 3

Take 1 course from the following: (Complete)

HUMA*1315 ARTS*1303 ARTS*1304 DANC*2303 MUSI*1306 THRE*1310:

	Course	Title	Needed	Term	Grade	Credits	Notes
1.	ARTS*1303	ART HISTORY I		2011FA	A	3	*TE

*A key to reading the "Notes" codes is printed at the bottom of the program evaluation.

In this example, Core 11 is (Not Started). The student can choose 1 course from the 3 COMM courses listed OR they could take a transfer course at another school that is marked CORE 11 or is the exact equivalent to one of the 3 COMM courses. (See the Admissions Office for questions on approved transfer courses, OM 126, 806-651-2020.)

2: University Core 11 Communication (Not started)

Take 1 course/May be satisfied by approved transfer course.

Credits Earned: 0

Take COMM*1315 or COMM*1318 or COMM*1321: (Not started)

Course	Title	Needed	Term	Grade	Credits	Notes
1.		1 course				

Take approved transfer course: (Not started)

1. 1 course

Some majors will require that a specific course is taken to fulfill both the Core and a major requirement. In that instance, a "placeholder" requirement is inserted that will show complete BUT the actual course and requirement will be listed down under the major area.

Here a student is a Biology Major and for the Core 30 Science requirement, specific BIOL classes are required. The first block shows the Core 30 listing and then below it is where the requirement is specifically listed in the Major area.

4: University Core 30 Natural Sci - See Major Listing (Complete)

Take 2 courses specifically required for major as listed below. Natural Science requirement for major not complete until listed cour se is taken.

11: BS/BA.BIOL major/50 credits (In progress)

Credits Earned: 19   GPA Achieved/Needed: 2.857 / 2.000   Complete both subrequirements:

A: University Core (Pending completion of unfinished activity)
TAKE 2 GROUPS FOR UNIVERSITY CORE;

Credits Earned: 11

Core 20 - TAKE MATH*1314 OR MATH*1324: (Complete)

Course	Title	Needed	Term	Grade	Credits	Notes
1. MATH*1314	COLLEGE ALGEBRA		2013FA	A	3	

Core 30 - TAKE BIOL*1406 BIOL*1407 or BIOL*1411 BIOL 1413: (Pending completion of unfinished activity)
Credits Earned: 8

	Course	Title	Term	Grade	Credits	Notes
1.	BIOL*1406	BASIC/CONT BIOL I	2013FA	C	4	
2.	BIOL*1407	BASIC/CONT BIOL II	2014SP		4	*IP

There are 3 options often seen on a program evaluation:

- Take all courses in a list of courses –

TAKE COMM*1318 COMM*2376 COMM*3315 COMM*3341 COMM*4301:

Course	Title	Needed	Ter
1. COMM*1318	INTERPERSONL COMMU I	1 course needed	
2. COMM*2376	COMMUNICATION THEORY	1 course needed	
3. COMM*3315	RESEARCH METHODS	1 course needed	
4. COMM*3341	PERSUASION	1 course needed	
5. COMM*4301	INTR RHETORICAL CRIT	1 course needed	

- Take a certain number of courses from a listing –

Take 1 course from the following: (Complete)
ENGL*2321 ENGL*2326 ENGL*2331 ENGL*2341 ENGL*2343 HIST*2311 HIST*2323 HIST*2372 MCOM*1307 PHIL*1301 PHIL*2374 SPAN*2312 SPAN*2315 or a second year/second semester course in another foreign language

- Take a certain number of credits (or hours) in a subject or from a listing of courses -

TAKE 24 ADVANCED CREDITS FROM BIOL BIOT CHEM (Not started)
ENVR GEOL GESC MATH PHYS:

	Course	Title	Needed	Term	Grade
1.			24 credits needed		

Sometimes a Dean will approve a substitution or exception allowing a student to use another course they have taken in place of one of the required courses. In that instance, the substitution is identified with that course requirement block.

Take the following courses: (Pending completion of unfinished activity)

‼ Exception Subsitution of EDEL*4372 for EDEL*4390 & EDEL*4373 for EDEL*4391 approved by Dr. Eddie Henderson, Dean of COESS 1/28/14.

Credits Earned: 18

1. EPSY*3350	CHILDREN/SPEC NEEDS	84/04	A	0	*TE
2. EDPD*4388	ESL TEACHING METHODS	2014SP		3	*IP
3. EDPD*4340	CLASSROOM MGMT	2014SP		3	*IP

All undergraduate degrees at West Texas A&M University require that a student complete 39 advanced hours in residence. To track this, a block or placeholder is included in the program evaluation which "counts" these hours. These courses are counted to meet requirements in the sections above if they were degree requirements.

13: Advanced.39hr.residence (Not started)

To monitor advanced credit residence requirement for BIOL:

! Institutional Credits Earned/Anticipated/Reqd: 0.00 / 0.00 / 39.00
Take 39 Advanced Credits from: BIOL CHEM BIOT ENVR GEOL MATH PHYS

	Course	Title	Needed	Term	Grade	Credits	Notes
1.			39 credits needed				

Below the residence credit block is a listing of "Other Courses" that have been taken but do not satisfy any of the requirements for the program being evaluated.

Other Courses:

	Course	Title	Term	Grade	Registered Credits	Earned Credits	Notes
1.	ENGL*2000.40	ENGLISH ELECTIVE	2009FA	B	3.00	3.00	*TE
2.	MATH*1316.20	PLANE TRIGONOMETRY	2009FA	A	3.00	3.00	*TE
3.	MATH*2412.20	PRECALCULUS MATH	2009FA	A	4.00	4.00	*TE
4.	BIOL*1408L	BIOL NON-SCI LAB I	2011FA		0.00	0.00	
5.	PSES*1301L	PRIN/HORTICULTUR LAB	2013SP		0.00	0.00	
6.	LEAD*4102	SR LDSHP CAPSTONE	2014SP		1.00	(1.00)	*IP
7.	EDEL*4372	INT ELA/SS METHODS	2014SP		3.00	(3.00)	*IP
8.	EDEL*4373	INT MATH/SCI METHODS	2014SP		3.00	(3.00)	*IP

(Credits in parentheses are anticipated earned)

At the very bottom of the evaluation is a "Notes" Key which will provide a description of each "Notes" code used on this evaluation. The "Notes" Key is created for each individual evaluation based upon the codes used.

Notes:

*IP	In Progress
*NU	Not used - Because this subcomponent is extra, all of the courses applied to it are still available for use elsewhere. None of thes e courses are added in to higher level credit subtotals and GPAs
*TE	Transfer Equivalency
*X	Extra - It is not necessary to complete this component of the program. A sufficient number of other components have been completed

Questions about how credit has been applied to your Program Evaluation should be directed to the appropriate academic Dean's Office.

College of Agriculture, Science & Engineering, ANS 106, 806-651-2585
College of Business, CC 216, 806-651-2530
College of Education & Social Sciences, OM 410, 806-651-2600
College of Fine Arts & Humanities, MMNH 161, 806-651-2777
College of Nursing & Health Sciences, OM 402, 806-651-3500